

Minutes of the regular meeting of the Council of the Rural Municipality of Willow Bunch No. 42 held at the Municipal Office, #16 Edouard Beaupre St., Willow Bunch, Saskatchewan on Thursday, December 11th, 2025.

- Present** were: Reeve – Denis Lesperance, Administrator Sharleine Eger and the following councillors:
- Division 1 – Patrick Bellefleur
 - Division 3- Colby Cairns
 - Division 4 – Scott Kirby
 - Division 5 – Dale Berner
 - Division 6 – Gilles Bissonnette
- Regrets :** Division 2 – Albert Lavallee

Consent Agenda

- 197.2025 Dale Berner: That the consent agenda be adopted as presented with the following items included:
- Minutes:** October 31 2025 special minutes and November 2025 minutes
 - Hamlet Water Reports** Scout Lake November and Scout Lake Waterworks compliance inspection
 - Employee Reports:** Administrator Holidays – Admin Report December
 - Correspondence** – not requiring action
 - a) CDO Report
 - b) RCMP Report
 - c) SAMA – Service Fees
 - d) Joint Meeting Notes
 - e) Seeding Rates
 - f) Lake of the Rivers No. 72 – Sylvan Valley Regional Park Authority appointment
 - g) Municipal Hail Insurance – Year End Report
- Carried

Committee Reports

- 198.2025 Pat Bellefleur: That the following verbal committee reports be accepted as presented:
- a) Pat Bellefleur: Road conditions – snow/ice
 - b) Albert Lavallee: No Report
 - c) Colby Cairns: No Report
 - d) Dale Berner: No Report
 - e) Scott Kirby: Snow clearing on roads – we need proper equipment
 - f) Gilles Bissonnette: Speed Radar Signs
 - g) Denis Lesperance: Dust proofing
 - Snow plow – speed blade
 - SSR
- Carried

Reimburse/Amend Dust Suppression Invoices

- 199.2025 Dale Berner: That the RM amend the dust suppression invoices to reflect the 2024 value for applied litres at the 2025 rate/litre.
- Carried

Bylaw 7.2025 – First Reading

- 200.2025 Colby Cairns: That Bylaw No. 7.2025 being a bylaw to amend Bylaw No. 6-2013 (Zoning Bylaw) be given first reading.
- Carried

Public Notice – Set Public Hearing

- 201.2025 Gilles Bissonnette: That public notice be posted regarding the proposed amendment to the Zoning Bylaw and that the public hearing will be set for February 12th, 2025.
- Carried



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Rockglen & District Fire Protection Association

202.2025 Dale Berner: That the RM approve the RDFPA's proposed 2026 Budget, and that the RM pay \$2,500 in 2026 for coverage of the municipal area defined in the signed agreement.

Carried

2026 Library Levy - Fund Extra Hours

203.2025 Patrick Bellefleur: That the RM approve the request to fund 50% of the cost associated with the additional 5.25 operating hours for the Willow Bunch Regional Library in 2026, in the amount of \$3,210.37; furthermore, that the RM reimburse the Library Board \$1,645.00 for improvements completed on the library building owned by the RM.

Carried

Dudley & Company Engagement Letters

204.2025 Scott Kirby: That the RM approve and sign the letters from Dudley & Company for the terms of engagement & the responsibilities of Council & Auditors.

Carried

Snow Plough Registrations for 2025/2026

205.2025 Gilles Bissonnette: That the following people listed on the snow ploughing registration forms received for the 2025/2026 winter season be approved for snow ploughing in RM#42 for liability and they must all be equipped with a flashing amber/blue light and sign a contractor's agreement: David Kirby, Scott Kirby, Spencer Kirby, Claude Gregoire.

Carried

Assiniboia Airport Authority

206.2025 Colby Cairns: That the RM send a letter of support for the proposed per capita contribution to the Assiniboia Municipal Airport Authority for upgrades to support air ambulance.

Carried

Councillor Berner left the meeting at 10:00 a.m.

DELEGATION: Brian Kuysten – Pest Control Officer – Annual Report

RMAA Curling Registration

207.2025 Patrick Bellefleur: That the RM send the \$100 registration fee for the annual Division 2 curling Bonspiel to be held January 29th, 2026 in Bengough.

Carried

DELEGATION: Willow Bunch Branch Library – Annual Report

Employee Contract Templates

208.2025 Colby Cairns: That the RM participate in a cost-sharing arrangement with neighboring municipalities to obtain standardized employee contract templates, including those for full-time, part-time, seasonal, and casual positions.

Carried



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Municipal Revenue Sharing Grant - Declaration of Eligibility

209.2025 Scott Kirby: The Council of the RM of Willow Bunch No. 42 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- The municipality does not run a Municipal Waterworks System that is subject to public reporting requirements;
- In Good Standing with respect to the reporting and remittance of Education Property taxes;
- Adoption of Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

Councillor Berner returned at 11:30 a.m.

DELEGATION: Colin Durand – Acting Foreman

- Chlorine line that feeds the pump needs replacing
- St. Victor WTP needs proper venting
- Payloaders – buckets need rebuilding (send the old one first)
- Updated bus routes
- Gravel trailer – needs welding – will complete for safety
-

Financials

210.2025 Colby Cairns: That the Statement of Financial Activities for November 2025 and the November 2025 bank reconciliation be accepted as presented.

Carried

Accounts Payable

211.2025 Dale Berner: That the accounts paid and presented for payment be approved and a list of the cheques #22168-22212 inclusive totalling (\$54,714.66), November payroll of (\$28,116.25) and EFT payments (\$93,765.75) be annexed hereto and form part of these minutes.

Carried

Enter “In Camera” or “Closed Session”

212.2025 Scott Kirby: That the RM enter in an “in camera” session at 1:30 p.m. to discuss issues as per Section 12.4 of the Council Procedures Bylaw and that those in attendance are Denis Lesperance, Dale Berner, Scott Kirby, Colby Cairns, Patrick Bellefleur, Gilles Bissonnette & Sharleine Eger.

Carried

Exit “In Camera” or “Closed Session”

213.2025 Colby Cairns: That the RM exit the “in camera” closed session at 2:15 p.m.

Carried

Administrative Salary – 2026

214.2025 Dale Berner: That the 2026 annual salary for the Administrator be established at \$99,224.64 based on the joint office salary guideline presented by UMAAS and RMAA; and further, that the minutes record that the Administrator’s salary is cost-shared between the RM and the Town of Willow Bunch, with the Town contributing an administration rebate equal to 40% of the annual salary.

Carried



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Assistant Administrator – 2026 Salary

215.2025 Colby Cairns: That the 2026 annual salary for the assistant administrator be established at \$65,034.96; and further, that the minutes record that the salary is cost-shared between the RM and the Town of Willow Bunch, with the Town contributing an administration rebate equal to 40% of the annual salary.
Carried

Maintenance Employee 20 – 2026 Salary

216.2025 Gilles Bissonnette: That the 2026 annual salary be established at \$77,233.52.
Carried

Maintenance Employee 23 – 2026 Hourly Rate

217.2025 Scott Kirby: That the 2026 hourly wage be established at \$31.75.
Carried

Maintenance Employee 40 - 2026 Hourly Rate

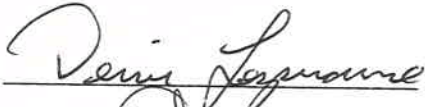
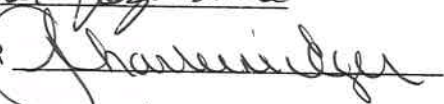
218.2025 Scott Kirby: That the 2026 hourly wage be established at \$27.75.
Carried

Maintenance Employee 41 – 2026 Hourly Rate

219.2025 Dale Berner: That the 2026 hourly wage be established at \$27.75.
Carried

Adjournment

220.2025 Patrick Bellefleur: That this meeting adjourn at 3:15 p.m.

REEVE 
ADMINISTRATOR 

Next Meeting – January 15th, 2026